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Symbols: DSNIP/FDK		Action: Immediate

PURPOSE: To transmit to the Office of Apprenticeship Training, Employer and Labor Services (OATELS), Bureau of Apprenticeship and Training (BAT) staff New National Guideline Standards of Apprenticeship for the National Training Institute for Community Youth Work, Academy for Educational Development (NTI/AED).

BACKGROUND: These National Guideline Standards submitted by NTI/AED were certified by the OATELS Administrator on February 5, 2003. These National Guideline Standards are a model for developing local apprenticeship programs registered with BAT or State Apprenticeship Agency/Council for the occupation of Youth Development Practitioner.

A copy of the standards is attached for your information.

If you have any questions please contact Franchella Kendall at (202) 693-3813.

ACTION: OATELS/BAT staff should familiarize themselves with the attached National Guidelines for Apprenticeship Standards.

NOTE: This Bulletin is being sent via electronic mail.

Attachment

**NATIONAL GUIDELINES
FOR
BEST APPRENTICESHIP PROGRAM STANDARDS**

developed by

**The National Training Institute for Community Youth Work
Academy for Educational Development**

for the occupation of

YOUTH DEVELOPMENT PRACTITIONER

D.O.T. CODE: 166.267-900

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**Developed in Cooperation with the
United States Department of Labor
Bureau of Apprenticeship Training**

**Approved and Certified by the
United States Department of Labor
Office of Apprenticeship Training, Employer and Labor Services**

**By: /s/ ANTHONY SWOOPE
Anthony Swoope, Administrator
Office Of Apprenticeship Training, Employer And Labor Services**

CERTIFICATION DATE: February 5, 2003

CERTIFICATION NUMBER: C-2003-03

**SERVING THE INDUSTRY WITH A BUREAU OF
APPRENTICESHIP AND TRAINING (BAT) PROGRAM**

FOREWORD

National Vision

The National Training Institute for Community Youth Work (NTI) at the Academy for Educational Development (AED) envisions America's young people experiencing healthy adolescence and developing toward responsible adulthood with structured guidance from their parents, educators, and America's workforce of youth workers who are trained, educated, and experienced in demonstrating competencies for the youth work profession.

NTI envisions America's youth workers acting upon their training, education, and experience in youth work to promote the success and development of young people attending youth programs in their local communities.

NTI envisions America's youth work profession offering youth work credentials that are grounded in youth development research; accessible through multiple, local entry points; fortified by trainer certification and institutional accreditation; recognized by employers and funders through youth worker compensation, youth program funding, and supportive human resource policies; and portable across communities and states.

NTI envisions Americans investing in youth work in order to: increase the likelihood that American youth will continue their education, enjoy stable employment, and lead healthy, productive lives as American citizens; entrust America's youth to a workforce that is well-trained and prepared to guide young people during adolescence as they prepare for adulthood; and enhance the productivity of American parents whose children participate in high quality youth programs while parents are working.

History and Mission of National Training Institute for Community Youth Work

AED established the National Training Institute for Community Youth Work to help strengthen America's youth work professional development system, as a strategy for strengthening youth programs and building the field of youth development. NTI works with leaders of intermediary organizations in America's communities to build their capacity to train youth workers in a common set of youth development concepts, principles, and practices through an array of training, education, and professional development programs. This work is called BEST—Building Exemplary Systems for Training Youth Workers. Far more than a training program, BEST is a capacity-building initiative that works in partnership with individuals and institutions to establish a local, regional, and national infrastructure for effectively preparing America's youth workers.

By 2005, up to 60 communities will be operating BEST professional development systems and at least four of these communities will be serving as regional training and technical assistance providers to the rural communities in their multi-state regions. The 60 BEST systems will enroll more than 5,000 youth workers *per year* in BEST training, education, and other professional development programs—including in a growing number of apprenticeship programs. In turn, the youth workers trained by BEST systems will reach at least 25,000 youth *per year* in local youth programs.

BEST Apprenticeship Program Model

BEST Apprenticeship is the youth development practitioner apprenticeship (YDPA) program model implemented by local BEST intermediary organizations in partnership with the National Training Institute for Community Youth Work (NTI). The national BEST Apprenticeship Program was developed collaboratively by leaders from the following organizations, with funding and technical assistance from the U.S. Department of Labor:

Local:

- Alternatives, Inc. (Hampton, VA)
- Partners for a Healthier Community (Springfield, MA)
- YouthNet of Greater Kansas City (Kansas City, MO)
- Youth Development Institute of the Fund for the City of New York (New York City, NY)

National:

- National Training Institute for Community Youth Work at the Academy for Educational Development (Washington, DC)

BEST Apprenticeship Programs promote apprentices' development of a foundational level of proficiency in core competency areas for the youth work profession. BEST Apprenticeship Programs are rigorous because they require apprentices to systematically develop attitudes, knowledge, abilities, skills, and work experience through carefully designed on-the-job training activities that are integrated into their work schedules and become more complex over time. Journeyworkers monitor and evaluate apprentices' progress according to objective criteria and provide ongoing coaching and supervision. BEST Apprenticeship Programs also use common resources—such as the On-the-Job Training Guide for BEST Apprentices and the Leader's Guide for BEST Journeyworkers—to ensure that apprentices who complete a BEST apprenticeship program are equally prepared. BEST intermediary organizations have worked with local higher education institutions to develop sequences of college courses that will enable apprentices to meet the related instruction requirements of the BEST Apprenticeship Program while also earning academic credits toward certificates and/or degrees in youth work. In addition, BEST intermediary organizations convene journeyworkers and participating employers to provide assistance and guidance in the use of common materials and to monitor program quality.

Local BEST Apprenticeship Program sponsors are BEST intermediary organizations that have been selected by NTI to implement BEST Apprenticeship Programs.

National Guidelines for BEST Apprenticeship Program Standards

The purpose of these National Guidelines is to provide policy and guidance to NTI's local affiliates in developing Standards for Apprenticeship for local approval and registration. NTI's local affiliates are local BEST intermediary organizations that are selected by NTI to implement apprenticeship programs as part of local BEST professional development systems.

These National Guideline Standards, developed by NTI in consultation with its affiliates, are certified by the U. S. Department of Labor, Office of Apprenticeship Training, Employer and Labor Services as substantially conforming to the requirements of Title 29, Code of Federal Regulations (CFR) Parts 29 and 30.

Title 29 CFR Part 29, outlines the requirements for registration of acceptable apprenticeship programs for Federal purposes, and sets forth labor standards that safeguard the welfare of apprentices. Apprenticeship programs can be registered by the U.S Department of Labor, Bureau of Apprenticeship and Training, or by a State Apprenticeship Agency/Council recognized by the Bureau as the appropriate body in that State for approval of local apprenticeship programs for Federal purposes.

Title 29, Code of Federal Regulations, Part 30 sets forth the requirements for equal employment opportunity in apprenticeship to which all registered apprenticeship programs must adhere.

State Apprenticeship Councils recognized by the Bureau of Apprenticeship and Training to register local programs, and/or local laws and regulations, may impose additional requirements that must be addressed in the local apprenticeship standards.

On-the-Job Training

Completion of the BEST Apprenticeship Program certifies an apprentice's status as a skilled worker ("journeyworker") in this trade, but does not guarantee that the apprentice will be selected by the BEST Apprenticeship Selection Committee to serve as a BEST journeyworker who provides training and coaching to BEST apprentices. The selection of BEST journeyworkers is based upon additional criteria.

The Year One Training Objectives for on-the-job training are included in these National Guideline Standards for BEST Apprenticeship Programs. In 2003, the National Training Institute for Community Youth Work will develop, submit and attach the Year Two Training Objectives as an amendment to these National Guideline Standards. At that time, BEST intermediary organizations serving as sponsors of BEST Apprenticeship Programs will submit and attach the Year Two Training Objectives as an amendment to their Local Standards of Apprenticeship.

Local Registration of BEST Apprenticeship Programs

Local Standards of Apprenticeship must be developed and registered by each BEST affiliate that intends to implement a BEST Apprenticeship Program. The local Standards of Apprenticeship will be the BEST intermediary organization's written plan outlining all terms and conditions for the recruitment, selection, employment, training, and supervision of apprentices locally.

Affirmative Action and Equal Employment Opportunity

Equal employment opportunity is required of every registered apprenticeship program. Such requirements apply to the recruitment, selection, employment, and training of apprentices throughout their apprenticeship.

Those programs with five or more apprentices, or where there is a likelihood of five or more apprentices, must have a written affirmative action plan and selection procedure that is approved by the registration agency as part of the local Standards of Apprenticeship.

During 2003, in anticipation of higher local enrollments in BEST Apprenticeship Programs during 2004, the National Training Institute for Community Youth Work will develop, submit and attach affirmative action plans and selection procedures as an amendment to its National Guideline Standards. At that time, BEST intermediary organizations will develop, submit and attach localized Affirmative Action Plans and Selection Procedures as an amendment to their Local Standards of Apprenticeship. This includes adopting an Affirmative Action Plan and Selection Procedures as required under Title 29, CFR Part 30, and submitting the plan and procedures to the local registration agency for approval and registration.

Representatives of NTI and the local registration agency are available to assist BEST intermediary organizations in developing their affirmative action plan and selection procedures, and the local Standards of Apprenticeship.

**OFFICIAL ADOPTION OF NATIONAL GUIDELINES FOR BEST APPRENTICESHIP
PROGRAM STANDARDS**

The National Training Institute for Community Youth Work at the Academy for Educational Development hereby officially adopts these National Guidelines for BEST Apprenticeship Program Standards on this 16th day of January, 2003.

/s/ Elaine Johnson
Signature

1/16/03
Date

ELAINE JOHNSON
Director, National Training Institute for Community Youth Work
Vice-President, Academy for Educational Development

SAMPLE
STANDARDS OF APPRENTICESHIP

developed by

(BEST INTERMEDIARY ORGANIZATION)

for the occupation of

YOUTH DEVELOPMENT PRACTITIONER
166.267-900

APPROVED BY
(REGISTRATION AGENCY)

**SERVING THE INDUSTRY WITH A BUREAU OF APPRENTICESHIP
AND TRAINING (BAT) APPROVED PROGRAM.**

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FOREWORD

Local Vision

[Optional. To be drafted by BEST intermediary organization.]

History and Mission of BEST Intermediary Organization

[Optional. To be drafted by BEST intermediary organization.]

Local BEST Apprenticeship Program

[Optional. To be drafted by BEST intermediary organization.]

Local Standards for BEST Apprenticeship

[To be drafted by BEST intermediary organization. Add more local language as needed.]

The purpose of these Local Standards of BEST Apprenticeship is to set forth the policies and procedures that will guide implementation of the BEST intermediary organization's BEST Apprenticeship Program. These Local Standards of BEST Apprenticeship are consistent with the National Training Institute for Community Youth Work's National Guidelines for BEST Apprenticeship Program Standards which are certified by the U.S. Department of Labor Office of Apprenticeship Training, Employer and Labor Services as substantially conforming to the requirements of Title 29, CFR Parts 29 and 30.

DEFINITIONS

Apprentice: An entry-level worker who intends to develop a foundation of knowledge, abilities, skills, and experience for a profession through structured on-the-job training and classroom instruction. Apprentices must meet the minimum qualifications for apprenticeship, be selected to participate in the apprenticeship program, sign an apprenticeship agreement with their program sponsor, and (with assistance from the program sponsor) register with the registration agency. In BEST Apprenticeship Programs, a BEST apprentice is an entry-level worker who meets the minimum qualifications for BEST apprenticeship, is selected to participate in the apprenticeship program by the BEST Apprenticeship Selection Committee, signs an apprenticeship agreement with the BEST intermediary organization (sponsor), and (with help from the BEST intermediary organization), registers with the State Apprenticeship Council (SAC)/Agency or Bureau of Apprenticeship and Training (BAT).

Apprenticeship Agreement: The written agreement between the apprentice and the apprenticeship program sponsor setting forth the responsibilities and obligations of all parties to the agreement with respect to the apprentice's employment and training under the Standards of Apprenticeship. Each apprenticeship agreement must be registered with the registration agency. In BEST Apprenticeship Programs, the apprentice and BEST intermediary organization each sign the apprenticeship agreement and the BEST intermediary organization registers the agreement with the registration agency.

BEST: "BEST" stands for "Building Exemplary Systems for Training Youth Workers." The purpose of BEST is to strengthen youth programs by helping America's communities establish local systems of training, education, and professional development for youth workers. Since 1997, the National Training Institute for Community Youth Work has coordinated BEST. Communities participating in the national BEST network share a commitment to the youth development philosophy and establish training and professional development programs with common features—including courses and credentials based upon *Advancing Youth Development* curricula. BEST training programs and professional opportunities are coordinated locally by BEST intermediary organizations, who provide training and technical assistance to youth workers, youth program supervisors, and employers.

BEST Apprenticeship Program: A youth development practitioner apprenticeship (YDPA) program model that is implemented by the National Training Institute for Community Youth Work in partnership with BEST intermediary organizations. The minimum qualifications required to sponsor a BEST Apprenticeship Program are: the sponsoring organization must be a BEST intermediary organization and the BEST intermediary organization must be selected by NTI to implement the BEST apprenticeship program.

BEST Apprenticeship Selection Committee: A local committee of individuals who represent the BEST intermediary organization and employers participating in the BEST Apprenticeship Program. The Selection Committee is responsible for selecting apprentices to participate in the program and matching the selected apprentices to specific employers. The Selection Committee also reviews the qualifications and performance of identified journeyworkers and determines journeyworkers' needs for ongoing training and support.

BEST Intermediary Organization (also “BEST Site”): A local intermediary organization--i.e. an organization whose primary mission relates to supporting the youth-serving sector rather than delivering programs for youth—that works toward establishing and maintaining a coordinated system of youth worker professional development grounded in youth development and participates in the national BEST network. BEST intermediary organizations share common elements related to their training programs and organizational capacity, while tailoring specific activities to respond to local circumstances.

Certificate of Completion: A certificate of completion is issued by the registration agency to those registered apprentices certified and documented as successfully completing the apprentice training requirements outlined in the standards of apprenticeship.

Competencies: Attitudes, knowledge, abilities, skills, and experiences that require substantial study and practice before being effectively demonstrated and applied. Examples of competencies for the apprentice occupation in the youth work profession include: enjoyment of working with youth; knowledge of the research about adolescents’ physical, emotional, social, and cognitive development; knowledge of other organizations or systems serving youth in the program; the ability to listen actively; the ability to establish appropriate boundaries with youth; the ability to seek feedback; skills such as time management, organizational, and interpersonal skills; and experience co-leading and leading youth program activities.

Dictionary of Occupational Titles (D.O.T.): Provides basic occupational information including job definitions, detailed tasks to be performed, and a number indicating a range of time to prepare for average performance in the occupation.

Employer: In contractual terms, an employer provides a wage to a worker in exchange for business-related services performed by the worker. Employers have the basic right to control the details of how employees perform services on behalf of the business or organization. Employees have basic rights related to their wages, benefits, working conditions, and opportunities for employment. In BEST Apprenticeship Programs, employers are youth-serving organizations that (through the BEST Apprenticeship Selection Committee) hire apprentices to serve as youth workers, assign experienced staff in their organizations to serve as journeyworkers, provide the primary location for on-the-job training, and pay progressively higher wages to apprentices based upon their performance on the job.

Journeyworker: A skilled worker. One who has fully served an apprenticeship and is a qualified worker (as distinguished from apprentice and from master worker). A BEST journeyworker is a skilled worker who is also responsible for managing an apprentice’s on-the-job training program; training, guiding, observing, and evaluating the apprentice on the job; and maintaining records relating to the apprentices’ job performance. In BEST apprenticeship programs, the minimum qualifications for BEST journeyworkers are: a minimum of two years experience (and preferably five) as an apprentice or youth program assistant; a minimum of one year experience (and preferably three) as a supervisor and/or program coordinator; and completed a 28-hour *Advancing Youth Development* course (preferably, a certificate or degree program co-sponsored by the BEST intermediary organization). The BEST Apprenticeship Selection Committee selects qualified individuals to serve as BEST journeyworkers in BEST Apprenticeship Programs.

Occupation: The job that occupies one’s time and attention, e.g. as captured in one’s job title,

such as apprentice, assistant, coordinator, journeyworker (e.g. an accomplished direct service worker such as a counselor who may not necessarily carry supervisory or management responsibilities), supervisor, manager or officer, senior manager or officer, deputy, senior or executive deputy, executive director. Examples related to the youth work profession include: youth development practitioner apprentice; recreation assistant/art or program assistant/youth; community health program coordinator or literacy coordinator; adolescent preventive services counselor, street outreach counselor, young women's group facilitator, or job readiness instructor; residential case manager, recreation officer, or bilingual case manager; deputy director; and executive director.

On-the-Job Training (OJT): On-the-job training is hands-on, supervised work experience and is a required component of apprenticeship programs. For the youth development practitioner apprenticeship program, apprentices must complete 3,000 – 4,000 hours total of on-the-job training, according to a structured training program. While on the job, apprentices are supervised by skilled journeyworkers. In BEST Apprenticeship Programs, apprentices must complete a minimum of 3,840 hours of on-the-job training and must demonstrate proficiency in specific competency areas in a segment before they are advanced to the next segment.

O*NET-SOC Code: The Occupational Information Network (O*Net) codes and titles are based on the new Standard Occupational Classification (SOC) system mandated by the federal office of management and budget for use in collecting statistical information on occupations. The O*Net classification, which replaces the D.O.T., uses an 8-digit O*Net-S.O.C code. O*Net information can be readily linked to labor market information such as occupational employment and wage data at the national, state, and local levels.

Profession: A line of work that requires considerable training and specialized study, e.g. the youth work profession requires the development of specific competencies through youth work education and training programs.

Registration Agency: (Insert name of Registration Agency either the U.S. Department of Labor Bureau of Apprenticeship and Training, or your State Apprenticeship Council/Agency recognized by the Bureau)

Registered Apprenticeship Information Management System (RAIS): The federal system which collects, retains, updates, retrieves, and summarizes information related to apprentices and apprenticeship programs.

Related Instruction (RI): Related instruction is an organized and systematic form of instruction designed to provide the apprentice with knowledge of the theoretical and technical subjects related to their trade. Related instruction is a required component of apprenticeship programs and supplements on-the-job training. The youth development practitioner apprenticeship program generally, and BEST Apprenticeship Programs specifically, require 343 hours of related instruction per year. In BEST Apprenticeship Programs, this instruction is delivered primarily through colleges.

Program Sponsor: The entity in whose name the local standards of apprenticeship will be registered, and that will have the full responsibility for administration and operation of the

apprenticeship program. In BEST apprenticeship programs, the BEST intermediary organization is the apprenticeship program sponsor. The BEST intermediary organization will share decision making authority with participating employers on specific issues, as described in the program administration policies.

Segment: One of the five parts into which the BEST Apprenticeship Program on-the-job training program is divided. The five segments of on-the-job training follow in sequence to constitute the whole apprenticeship on-the-job training program. Each segment is “set off” from the next segment according to time requirements (e.g. apprentices must complete a minimum number of training hours before proceeding to the next segment) and performance requirements (e.g. apprentices must also demonstrate proficiency in specific competency areas, i.e. meet the training objectives for the segment, before proceeding to the next segment.)

Standards of Apprenticeship: This entire document, including all appendices and attachments hereto, and any future modifications or additions approved by the registration agency, represent local Standards of Apprenticeship for the BEST Apprenticeship Program.

Youth Development: A process by which all young people seek ways to meet their basic physical and social needs and to build competencies necessary to succeed in adolescence and adulthood. Also: an approach to working with young people that defines goals (outcomes) based on capacities, strengths and developmental needs of youth.

Youth Development Practitioner (or Youth Worker): A youth development practitioner (also called “youth worker”) is an adult whose profession is youth work.

Youth Work: A profession requiring adults to promote specific developmental outcomes in specific youth. The youth work occupation requires adults to engage specific youth in planning, running, participating in, and determining the success of activities in youth programs so that these young people use and develop their talents, interests, and abilities. Through this process, young people develop a sense of positive identity and community connection, and the skills, knowledge, and social competencies necessary to be healthy, to succeed in adolescence and to fully prepare for adulthood.

SECTION 1: PROGRAM ADMINISTRATION

The following table provides guidelines for assigning responsibilities associated with sponsoring a BEST Apprenticeship Program. The BEST intermediary organization carries primary responsibility for apprenticeship program coordination and implementation. Participating employers, who are also members of the BEST Apprenticeship Selection Committee, share decision-making authority with the BEST intermediary organization in key areas. The BEST intermediary organization in whose name these Standards of Apprenticeship are registered, and the employers selected by the BEST intermediary organization to participate in the program, shall be responsible for:

<i>Responsibility</i>	<i>BEST Intermediary Organization ("BEST Site")</i>	<i>Participating Employers</i>
<u>Program Registration</u> . Register the apprenticeship program with the SAC or BAT and ensure adherence to local Standards of Apprenticeship.	✓	Provide input to BEST site in development of local Standards of Apprenticeship.
<u>Program Policies & Administration</u> . Establish and maintain rules and requirements governing apprenticeship program policies/administration. The rules/policies must conform to NTI's Guideline Standards for BEST Apprenticeship Programs.	✓	Provide input to BEST site in development of policies.
<u>Supervision & Training Policies</u> . Establish and maintain rules and requirements governing supervision and training of apprentices. The rules and policies must conform to NTI's Guideline Standards for BEST apprenticeship.	✓	Provide input to BEST site in development of policies.
<u>Policy Distribution</u> . Provide a copy of program, administration, supervision, and training policies (and any modifications) to the SAC or BAT, each participating employer, and each participating apprentice.	✓	Review and maintains copy of policies.
<u>Local Market Analysis</u> . Determine the need for new apprentices, including when BEST Apprenticeship Program openings will be available. Includes coordinating and analyzing data across employers and local youth-serving sector.	✓	Submit own data to BEST site.
<u>Affirmative Action</u> . Commits to Equal Opportunity Pledge.	✓	✓
<u>Select and Match</u> . Select and match apprentices through fair process.	BEST site and participating employers form a Committee responsible for interviewing, selecting, and matching apprentices. The Committee establishes a "decision rule" and objective, fair criteria for making decisions.	

Responsibility	<i>BEST Intermediary Organization (“BEST Site”)</i>	<i>Participating Employers</i>
<u>Apprenticeship Agreements.</u> Initiate and sign all Apprenticeship Agreements for apprentices; forward them to the SAC/BAT for approval and registration.	✓	Maintain copies of own employees’ agreements.
<u>On-the-Job Training & Related Instruction.</u> Arrange for apprentices to get the required on-the-job training and related instruction listed in the attached Occupational Schedule and Related Instruction Outline.	<p><u>BEST Site:</u></p> <ul style="list-style-type: none"> ✓ Select participating employers and journeyworkers; ✓ Provide orientation to OJT/RTI for apprentices, journeyworkers, and employers; ✓ Provide OJT Guide to apprentices and OJT Leader’s Guide to journeyworkers; ✓ Convene employers and journeyworkers for training & TA; and ✓ Coordinate with institutions of higher education and other RTI providers. <p><u>Participating Employers:</u></p> <ul style="list-style-type: none"> ✓ Provide employment orientation for apprentice; ✓ Implement supportive organizational policies for journeyworkers and apprentices, including planning time for OJT and support of apprentices’ RTI schedules (e.g. no overtime conflicts); ✓ Implement wage progression; ✓ Meet with BEST site for problem-solving and continuous program improvement. 	
<u>Monitor Apprentice Progress.</u> Monitor and evaluate apprentices’ progress, including reviewing apprentices’ and journeyworkers’ records.	<p>Analyzes records of all apprentices from all employers.</p> <p>Monitors and trouble-shoots with employers.</p>	Submit records to BEST site.
<u>Decisions & “Actions”.</u> Review, approve and keep records of apprentice “actions,” including hours completed, content completed, and progress of training on the job and in related instruction. This also includes making and/or documenting disciplinary actions; poor evaluations; corrective action plans; successful completions; cancellations; and any other performance or attendance-related issues.	Review and final approval, record keeping, and archiving.	<p>Journeyworker submits records (including action recommendations) to BEST site; discusses with BEST site.</p> <p>Employers keep copies on file.</p>

Responsibility	BEST Intermediary Organization ("BEST Site")	Participating Employers
<u>Status Reports</u> . Notify the SAC/BAT of the cancellation, suspension, extension, reinstatement, or completion of apprentices.	✓	Receive copies of notifications.
<u>Complaints</u> . Establish complaint/grievance process to address violations of Apprenticeship Agreement.	Hears and adjusts complaints.	Discusses complaint or grievance with BEST site.
<u>Certification</u> . Certify the apprentice has completed the OJT and RI, submit certification to the SAC/BAT, and request issuance of the Certificate of Completion of Apprenticeship.	✓	Receives copies of certification and certificate requests.
<u>Affirmative Action</u> . Annually review, update, and modify the Affirmative Action Plan, once enrollment in BEST Apprenticeship Program reaches 5 or more apprentices.	✓	Provides input to BEST site in development of Plan.
<u>Records/Archiving</u> . Maintain all records relating to recruitment, selection, employment and training of apprentices for a minimum of five years from the last date of action.	✓	Submits OJT and other performance records to BEST site.
<u>Sponsor-Employer Agreement</u> . Develops and signs MOU or letter of agreement with participating employers describing partnership commitments.	✓	✓

SECTION 2: EQUAL OPPORTUNITY PLEDGE - 29.5(b) (20)

The BEST intermediary organization is committed to ensuring that all applicants and apprentices are treated fairly and equitably in the BEST Apprenticeship Program.

The BEST intermediary organization pledges to conduct the recruitment, selection, employment, and training of apprentices in BEST Apprenticeship Programs without discrimination because of race, color, religion, national origin, or sex.

The BEST intermediary organization will take affirmative action to provide equal opportunity in apprenticeship and will operate this apprenticeship program as required under title 29, Code of Federal Regulations, Part 30, as amended, and (insert applicable state regulations here.)

SECTION 3: AFFIRMATIVE ACTION PLAN - 29.5(b)

The recruitment, selection, employment, and training of apprentices shall be without discrimination because of race, color, religion, national origin, or sex. The program sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate this apprenticeship program as required under Title 29, CFR Part 30, as amended and (insert applicable state regulations here).

During 2003, in anticipation of higher local enrollments in BEST Apprenticeship Programs during 2004, the National Training Institute for Community Youth Work will develop, submit and attach affirmative action plans and selection procedures as an amendment to its National Guideline Standards.

SECTION 4: QUALIFICATIONS FOR APPRENTICESHIP - 29.5(b)(10)

Applicants to BEST Apprenticeship Programs shall be selected on the basis of qualifications alone, without regard to occupationally irrelevant physical requirements and in accordance with objective standards which permit review after full and fair opportunity for application. Applicants shall meet the following minimum qualifications:

A. Age

Applicants must be at least eighteen (18) years.

B. Education

Applicants must be high school graduates or have equivalent education.

Applicants must submit a copy of their high school transcript or evidence of equivalent educational attainment such as an official report of GED test results.

C. Attributes

Applicants must provide evidence of their interest in and motivation for working directly with youth.

D. Knowledge, Skills, and Abilities

Applicants must demonstrate basic awareness of the purpose and requirements of the BEST apprenticeship program.

Applicants must be physically capable of performing the essential functions of the apprenticeship program without posing a direct threat to the health or safety of the individual or others.

E. Experience

Prior work experience, such as part-time or summer work, is preferred but not required.

SECTION 5: APPRENTICESHIP AGREEMENT - 29.5(b)(11)

After the BEST Apprenticeship Selection Committee selects an apprentice, but before the selected apprentice begins employment as an apprentice or enrollment in related instruction, the BEST intermediary organization (serving as program sponsor) and apprentice will co-sign a written Apprenticeship Agreement (Attachment F). A copy of each agreement shall be furnished to the apprentice, the registration agency, the program sponsor and the Veterans Agency (if applicable).

Prior to signing the apprenticeship agreement, each selected apprentice shall be given an opportunity to read and review these standards, the program sponsor's written rules and policies, and the apprenticeship agreement.

The signed apprenticeship agreement will be approved by and registered with the registration agency. The Agreement will contain a statement making the terms and conditions of the local standards of apprenticeship a part of the agreement, as if the standards were expressly written into the agreement.

SECTION 6: RATIO OF APPRENTICES TO JOURNEYWORKERS- 29.5(b)(7)

The BEST intermediary organization, in collaboration with participating employers, will ensure:

- An adequate number of qualified journeyworkers are available to assist in training apprentices on the job;
- Apprentices receive quality supervision on the job;
- Apprentices are afforded an array of quality opportunities to learn the occupation; and
- Basic workplace safety conditions and procedures are in place.

Each apprentice must be assigned to one journeyworker who will serve as the apprentice's "lead" or "primary" journeyworker. Apprentices can receive training from more than one journeyworker, if more journeyworkers are available in the BEST Apprenticeship Program to assist with training on the job.

The maximum ratio of apprentices to journeyworker shall be one (1) apprentice to one (1) journeyworker.

SECTION 7: TERM OF APPRENTICESHIP - 29.5(b)(2)

The term for the BEST Apprenticeship Program is a period of reasonably continuous employment, including the probationary period, for 3,840 hours, supplemented by 343 required hours of related instruction. The program is expected to take approximately two years.

Some apprentices may demonstrate the desired level of competency in the first segment of the BEST Apprenticeship Program in less than the time designated, due to exceptional aptitude or as a result of past education and/or work experience. After careful review and discussion of the apprentices' performance records with the employer and/or journeyworker, the BEST

intermediary organization may advance qualifying apprentices to the second segment of the program. No apprentice will be advanced more than the equivalent of three months of continuous employment, or 450 – 500 hours, over the full term of the program.

On the job, apprentices must demonstrate proficiency in specific competency areas in each on-the-job training segment before they progress to the next segment. The determination of the apprentice's proficiency will be based upon the journeyworker's objective assessment and observation of the apprentice's professional development and performance during the segment and the journeyworker's documentation of the apprentice's proficiency on Assessment Instruments in the *Leader's Guide for BEST Journeyworkers*. BEST intermediary organizations, in consultation with the journeyworker and employer, are ultimately responsible for approving the apprentice's advancement to each segment.

SECTION 8: PROBATIONARY PERIOD - 29.5(b)(8), (b) (19)

The first three-month (450 - 500 hours) segment of the BEST Apprenticeship Program is a probationary period. The probationary period is intended to provide an opportunity for apprentices to verify their interest and capacity to practice youth work, and for the BEST intermediary organization and employer to determine whether the apprentice has the aptitude for youth work. During the probationary period, the BEST intermediary organization will assess whether the interests of the apprentice and the local youth-serving sector will be served by the probationary apprentice's continuation in the apprenticeship program.

- A. Length of Probationary Period: All applicants selected for BEST apprenticeship will serve a probationary period of at least 450 - 500 hours, or three months of on-the-job training.
- B. Evaluation for Continuation in the Program: Prior to the end of the probationary period, the BEST intermediary organization will review the records for each probationary apprentice. The records will include completed on-the-job training materials, assessment instruments, and/or employer performance reviews; progress reports or performance evaluations from related technical instruction providers; and records of disciplinary or corrective action taken during the probationary period.

After careful review of these records—and preferably discussion of the records with the apprentice's employer, journeyworker, and the apprentice—the BEST intermediary will determine whether the apprentice is satisfactorily demonstrating competencies for the occupation and program.

- C. Termination: During the probationary period, either the apprentice or the BEST intermediary organization may terminate the Apprenticeship Agreement, without the formality of a hearing or stated cause, by notifying the other party in writing. Before the expiration of the probationary period, the BEST intermediary organization will cancel the Apprenticeship Agreements of those probationary apprentices who do not satisfactorily demonstrate competencies for the occupation and program. The cancellation will occur through written notice to the apprentice and to the Registration Agency.
- D. Continuation: The BEST intermediary organization will give full credit for the probationary period to each probationary apprentice who satisfactorily demonstrates competencies for the occupation and program. These apprentices will continue in the program.

- E. Termination After Probationary Period: After the probationary period, the apprenticeship agreement may be canceled at the request of the apprentice, or may be suspended or canceled by the BEST intermediary organization for reasonable cause. The BEST intermediary organization will carefully review documented records; provide reasonable opportunity for corrective action through problem-solving with the employer, apprentice, and journeyworker; and provide due notice to the apprentice. In such cases, the BEST intermediary organization will provide written notice to the apprentice and to the Registration Agency.

The BEST intermediary organization will maintain records indicating why a probationary apprentice was terminated

SECTION 9: HOURS OF WORK

An apprentice will generally work the same hours (i.e. the same “shift”) as his or her journeyworker; however, no apprentice will be allowed to work overtime if the hours of overtime interfere with his/her attendance in related instruction classes.

The BEST intermediary organization will extend the term of an apprentice’s segment if the apprentice has not completed the required hours of on-the-job training during that segment, or has not demonstrated proficiency in the competency areas addressed in the on-the-job training program for that segment. The extension will be granted until the apprentice accrues the required number of hours of training and/or demonstrates proficiency in the competency areas.

SECTION 10: APPRENTICE WAGE PROGRESSION - 29.5(b)(5)

Employers participating in the BEST Apprenticeship Program will pay apprentices a progressively increasing schedule of wages during their apprenticeship, based on the apprentice’s completion of required hours of on-the-job training and related instruction, and the apprentice’s demonstration of proficiency in competencies for each segment. Satisfactory performance and development on the job and in related instruction. The apprentice wage rate will be based on a percentage of the journeyworker wage rate for a 3,840 hour program. NTI recognizes that substantial variation exists between BEST affiliates’ communities, as well as across employers within each BEST community. The following guidelines (next page) are intended to allow for local market variations, while promoting competitive and fair wages for participating apprentices.

National Guidelines for BEST Apprenticeship Programs

Segments	Rates	Annualized Journeyworker Salary Range	Annualized Apprentice Salary Range	Equivalent Hourly Wage Rate Based on 1920 hours / year
Start thru Segment 1	60%	\$25,000 - \$45,000	\$15,000 - \$27,000	\$7.81 - \$14.06
Segment 2	65%		\$16,250 - \$29,250	\$8.46 - \$15.23
Segment 3	75%		\$18,750 - \$33,750	\$9.77 - \$17.58
Segment 4	85%		\$21,250 - \$38,250	\$11.07 - \$19.92
Segment 5	95%		\$23,750 - \$42,750	\$12.37 - \$22.27
Upon completion	100%		\$25,000 - \$45,000	\$13.02 - \$23.44

Specific requirements for BEST Apprenticeship are as follows:

- In no case will the starting wage of apprentices be less than that required by any minimum wage law which may be applicable. No apprentice shall be paid less than the minimum annualized or equivalent hourly apprentice wage listed above.
- The BEST intermediary organization, in partnership with participating local employers, shall adopt a salary range and equivalent hourly rate that is within the guidelines listed above and reflective of local market conditions. The locally adopted salary and equivalent hourly wage rate are specified in the Wage Schedule (Attachment C).
- All employers participating in local BEST Apprenticeship programs shall pay apprentices a salary or equivalent hourly wage rate within the locally adopted range shown above.
- The BEST intermediary organization, in partnership with participating local employers, shall adopt a common wage progression policy to ensure that participating apprentices' wages increase fairly on a percentage basis, following satisfactory demonstration of competencies on the job and completion of related technical instruction.
- All BEST Apprenticeship Programs shall provide for a minimum of two and up to five wage increases during the term of apprenticeship. The locally adopted schedule of wage increases is specified in the Wage Schedule (Attachment C).

Before an apprentice is advanced to the next segment of training and/or compensation level, the BEST intermediary organization will evaluate the apprentices' progress to determine whether the apprentice qualifies for advancement. The BEST intermediary organization will carefully review written records of the apprentices' progress and performance (particularly the Assessment Instruments completed and submitted by journeyworkers), and will discuss the apprentices' progress with the employer, journeyworker, and apprentice.

SECTION 11: CREDIT FOR PREVIOUS EXPERIENCE - 29.5(b)(12)

The BEST intermediary organization may grant credit toward the term of apprenticeship to new apprentices who demonstrate previous development of attitudes, knowledge, techniques and abilities, and workplace skills that are equivalent to what she/he would develop under these Standards of Apprenticeship.

The BEST intermediary organization will grant a maximum of three months' or 450-500 hours' credit for previous experience, representing advancement from Segment 1 to Segment 2 of on-the-job training only.

Apprentice applicants seeking credit for previous experience gained outside the supervision of the BEST intermediary organization and participating employer must submit the request at the time of application and furnish such records, affidavits, and other (insert local requirements) to substantiate the request.

Applicants requesting such credit who are selected into the apprenticeship program shall start at the beginning wage rate. The BEST intermediary organization, in collaboration with the employer and journeyworker, will evaluate the request for credit and make a determination during the probationary period, when actual on-the-job and related instruction performance can be examined. Prior to completion of the probationary period, the BEST intermediary organization, in collaboration with the employer and journeyworker, will determine the amount of credit to be awarded after review of the apprentice's previous work and training/education record and evaluation of the apprentice's performance and demonstrated attitudes, knowledge, skills, and abilities, during the probationary period.

An apprentice granted credit shall receive the wage rate associated with the segment to which the apprentice advances, and consistent with the locally adopted wage progression policy.

The BEST intermediary organization will ensure that credit for previous experience is fairly and equitably applied to all apprentices.

The Registration Agency shall be notified of any such credit granted.

SECTION 12: WORK EXPERIENCE - 29.5(b)(3)

During apprenticeship, the apprentice will participate in BEST on-the-job training and related technical instruction activities. These activities will promote the apprentices' development of attitudes, knowledge, techniques and abilities, and workplace skills necessary to practice youth work and demonstrate the proficiency of a skilled journeyworker. The on-the-job training will occur under the direction and guidance of qualified journeyworkers.

The competencies to be developed during the First Year for this occupation are covered in the **Year One Training Objectives** (Attachment D). The competencies need not be developed in the precise sequence outlined, but should be developed in the approximate segment specified, consistent with the work available at any given time.

The journeyworker will track each apprentice's training and progress in light of the competencies identified in the Year One Training Objectives and Assessments using assessment instruments and other logs.

SECTION 13: RELATED INSTRUCTION - 29.5(b)(4)

The purpose of related instruction is to teach applied academics in subject areas that are not adequately or effectively taught on the job, but that are critical to job performance and impact.

Apprentices participating in BEST Apprenticeship Programs are required to attend 343 hours of classes and other instruction focused on aspects of youth work, as outlined in the Related Instruction Outline (Attachment E). Apprentices are required to fulfill these requirements by enrolling in and completing courses offered at the following local institutions:

(Insert names of local RI providers):

-
-
-

Preferably, apprentices will participate in related instruction during each segment of the apprenticeship program, and this instruction will preferably correlate with the practical experience and training received on the job.

Apprentices (insert “will” or “will not” based upon state requirements) be paid for hours spent attending related instruction classes.

The BEST intermediary organization will monitor and document the apprentice’s progress in related instruction classes. Monitoring will occur through review of instruction progress reports (e.g. Grades), “culminating assignments” such as papers or presentations, and periodic discussions with classroom instructors.

Apprentices are expected to satisfactorily demonstrate progress and proficiency in all class work undertaken during a given segment, before being advanced to the next segment of the apprenticeship program.

In cases of failure of an apprentice to fulfill the obligations regarding classroom (or on-the-job) training without due cause, the BEST intermediary organization will take appropriate disciplinary action and may terminate the Apprenticeship Agreement after due notice to the apprentice and opportunity for corrective action.

SECTION 14: SAFETY AND HEALTH TRAINING - 29.5(b)(9)

All apprentices will receive instruction in safe and healthful work practices both on-the-job and in related technical instruction that are in compliance with the Occupational Safety and Health Standards promulgated by the Secretary of Labor under Public Law 91-596, dated December 29, 1970, and subsequent amendments to the Public Law, or State Standards that have been found to be at least as effective as the Federal Standards.

Apprentices shall be taught that accident prevention is very largely a matter of education vigilance, and cooperation and that they should strive at all times to conduct themselves in their work in such manner as to ensure their own safety and that of their fellow workers.

SECTION 15: SUPERVISION OF APPRENTICES - 29.5(b)(14)

The BEST intermediary organization is responsible for ensuring that on the job, apprentices will be under the supervision of a competent and qualified journeyworker during the entire term of apprenticeship.

Prior to the enrollment of an apprentice, participating employers will recommend to the BEST intermediary organization specific individuals (within the employer's organization) who are prepared to serve as journeyworkers for the duration of an apprentice's term, and the BEST Apprenticeship Selection Committee will select and assign a journeyworker for each selected apprentice.

Apprentices will work under the general supervision of the employer and under the direct supervision of the supervisor and/or journeyworker to whom they are assigned. Ultimately, the BEST intermediary organization is responsible for ensuring the training of apprentices on the job. The journeyworker assigned to work with the apprentice will, with guidance and assistance from the BEST intermediary organization and employer, manage the apprentice's on-the-job training program, evaluate the apprentices' work performance and competency development, and complete and submit records to the BEST intermediary organization.

SECTION 16: RECORDS AND EXAMINATIONS - 29.5(b)(6)

Each apprentice is responsible for maintaining a record of his/her on-the-job training and related technical instruction, and for having this record verified by his/her supervisor at regular (e.g. weekly) intervals. This record will be maintained by the BEST intermediary organization.

The BEST intermediary organization will review relevant records prior to the apprentices' advancement to segments/wage progressions. If progress is satisfactory, the apprentice will advance to the next segment and/or wage rate. If progress is not satisfactory, the BEST intermediary organization, in consultation with the employer, may withhold the apprentice's wage advancement, require the apprentice to continue in a probationary status, and/or require the apprentice to repeat certain training components. In such cases, the BEST intermediary organization, in partnership with the employer and journeyworker, will initiate a performance improvement plan with the apprentice.

If, after the apprentice has been given ample opportunity for improvement, the BEST intermediary organization determines that the apprentice does not have the ability or desire to continue in the apprenticeship program, the BEST intermediary will terminate the Apprenticeship Agreement.

SECTION 17: MAINTENANCE OF RECORDS - 29.5(b)(22)

The BEST intermediary organization will keep adequate records for the BEST Apprenticeship Program including:

1. Summary of the qualifications of each applicant (selected or not).
2. Basis for evaluation and for selection or rejection of each applicant.

3. Records pertaining to interviews of applicants (selected or not).
4. Original application for each applicant (selected or not).
5. Brief summary of each interview and the conclusions on each of the specific factors which are part of the total judgment (selected or not).
6. Records pertaining to individual applicants, selected or rejected, that permit the identification of applicants from affirmative action priority groups.
7. Information related to the operation of the apprenticeship program, including but not limited to:
 - a. Job assignment
 - b. Promotion
 - c. Demotion
 - d. Layoff
 - e. Termination
 - f. Rates of pay or other forms of compensation or conditions of work
 - g. Hours including hours of work and, separately, hours of training provided
8. Information related to the employment and training of apprentices, including attendance and progress in OJT and related instruction.

The BEST intermediary organization will maintain these records for 5 years from the date of the last action and make them available upon request to the Department of Labor or other authorized representative.

(Add other state requirements)

SECTION 18: CERTIFICATE OF COMPLETION OF APPRENTICESHIP - 29.5(b)(15)

The BEST intermediary organization will recognize the accomplishments of the apprentice for successful completion of the BEST Apprenticeship Program by providing for a Certificate of Completion of Apprenticeship.

Upon the apprentice's satisfactory completion of the requirements of the apprenticeship program as established in these Standards, the BEST intermediary organization shall so certify in writing to the Registration Agency and request that a Certificate of Completion of Apprenticeship be awarded to the completing apprentice(s). The BEST intermediary organization will attach/provide appropriate documentation related to the apprentice's on-the-job training and related instruction activities and performance, as may be provided by the Registration Agency.

SECTION 19: NOTICE TO REGISTRATION AGENCY - 29.5(b)(18)

The BEST intermediary organization will promptly notify the Registration Agency of all actions affecting the status of the apprentice, including registrations, completions, cancellations, credit granted for previous experience, suspensions, extensions, or reinstatements.

SECTION 20: CANCELLATION AND DEREGISTRATION - 29.5(b)(17)

The BEST intermediary organization will submit these Standards of Apprenticeship to the Registration Agency for approval. The Registration Agency's approval is required before the BEST intermediary organization can implement the program.

The BEST intermediary organization reserves the right to discontinue at any time the apprenticeship program set forth herein. The BEST intermediary organization will promptly notify the Registration Agency of any decision to cancel the program.

The Registration Agency may initiate deregistration of these Standards of Apprenticeship for failure of the BEST intermediary organization to abide by the provisions herein. Such deregistration will be in accordance with the Registration Agency's regulations and procedures.

Within fifteen days of cancellation of the apprenticeship program (whether voluntary or involuntary), the BEST intermediary organization will notify each apprentice of the cancellation and the impact of cancellation on the apprentice's status. This notification will conform to the requirements of Title 29, CFR Part 29.7.

SECTION 21: AMENDMENTS OR MODIFICATIONS - 29.5(b)(17)

The BEST intermediary organization will continually monitor the BEST Apprenticeship Program for quality, efficiency, and compliance with the Standards of Apprenticeship, as well as the program's effectiveness in preparing youth workers and meeting the youth-serving sector's needs.

The BEST intermediary organization may decide to amend the Standards of BEST Apprenticeship to allow for program improvements. The BEST intermediary organization can amend or modify the Standards of BEST Apprenticeship at any time, provided that no amendment or modification adopted will alter any Apprenticeship Agreement in force at the time without the consent of all parties to the Agreement, and provided further that the amendment is submitted to the Registration Agency for approval and registration prior to being placed in effect. The BEST intermediary organization will furnish a copy of each amendment adopted to each apprentice to whom the amendment applies.

SECTION 22: ADJUSTING DIFFERENCES/COMPLAINT PROCEDURE - 29.5(b)(21)

The BEST intermediary organization has full authority to supervise the enforcement of these Apprenticeship Standards. Its decision will be final and binding on the employer, the journeyworker, and the apprentice, unless otherwise noted below.

If an applicant or an apprentice believes an issue exists that adversely affects his/her participation in the apprenticeship program or violates the provisions of the Apprenticeship Agreement or Standards, the applicant or apprentice may seek relief through one or more of the following avenues, based on the nature of the issue:

TITLE 29 CFR 29.5(b)(21): The applicant or apprentice will submit written notification to the BEST intermediary organization within 15 days of the violation concerning the Apprenticeship Agreement and/or the registered Apprenticeship Standards.

The BEST intermediary organization will hear and consider all written complaints and notifications and will make decisions as it deems necessary in each individual case within 30 (thirty) days of receiving the written notification. Either party to the Apprenticeship Agreement may consult with the Registration Agency for an interpretation of any provision of the Standards over which differences occur.

The name and address of the appropriate authority to receive, process and make disposition of complaints is: (insert BEST intermediary organization info here.)

TITLE 29 CFR 30.11: Any apprentice or applicant for apprenticeship who believes that she/he has been discriminated against on the basis of race, color, religion, national origin, or sex, with regard to apprenticeship or that the equal opportunity standards with respect to his/her selection have not been followed in the operation of the BEST apprenticeship program, may personally or through an authorized representative, file a complaint with the U. S. Department of Labor or, at the apprentice or applicant's election, with the private review body established by the program sponsor (if applicable).

The complaint shall be in writing, shall be signed by the complainant, and shall include the name, address, and telephone number of the person allegedly discriminated against, the BEST intermediary organization involved, and a brief description of the circumstances of the failure to apply equal opportunity standards.

The complaint must be filed not later than 180 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards, and, in the case of complaints filed directly with the review bodies designated by the program sponsor to review such complaints, any referral of such complaint by the complainant to the U.S. Department of Labor must occur within the time limitation stated above or 30 days from the final decision of such review body, whichever is later. The time may be extended by the U.S. Department of Labor for good cause shown.

Complaints of sexual harassment in the workplace may be filed and processed under Title 29, CFR Part 30, and the procedures as set forth above.

The program sponsor will provide written notice of their complaint procedure to all applicants for apprenticeship and all apprentices.

SECTION 23: TRANSFER OF TRAINING OBLIGATIONS 29.5(13)

In the event the apprentices' employer and/or assigned journeyworker is unable to fulfill obligations related to the delivery and support of on-the-job training, the apprentice may be transferred to another qualified journeyworker employed by the employer. If no additional qualified journeyworkers are available to supervise the apprentice, the apprentice may be transferred to another employer participating in the BEST Apprenticeship Program.

The transfer will be subject to the consent of the apprentice, the BEST intermediary organization, and participating employers. The apprentice must receive credit from the new employer for the training already satisfactorily completed under the program.

SECTION 24: TECHNICAL ASSISTANCE PROVIDERS

Upon request by the BEST intermediary organization, representatives of the Registration Agency will be available to provide guidance and assistance in the successful operation of the BEST Apprenticeship program.

NTI will also provide technical assistance related to the planning, design, implementation, and ongoing operation of BEST Apprenticeship Programs.

SECTION 25: CONFORMANCE WITH STATE AND FEDERAL REGULATIONS

No section of these standards of apprenticeship shall be construed as permitting violation of applicable State or Federal law.

SECTION 26: EMPLOYER ACCEPTANCE AGREEMENT

The written agreement whereby the employer agrees to the terms and conditions set forth in these standards of apprenticeship by the program sponsor. (Attachment H)

SECTION 27: SIGNATURE PAGE ADOPTING APPRENTICESHIP STANDARDS

The Apprenticeship Standards must include a signature page for the Sponsor and the Registration Agency to sign.

OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS:

The (Name of Sponsor) hereby adopts these Standards for Apprenticeship on this _____ Day
of _____, 2003.

REPRESENTING THE NAME OF SPONSOR'S APPRENTICESHIP COMMITTEE:

Signature

Printed Name

Organization

Attachment A: Term of Apprenticeship

This Term of Apprenticeship guideline is attached to and a part of the National Guidelines for BEST Apprenticeship Program Standards for the Youth Development Practitioner Occupation (D.O.T. 166.267-900 and O*NET CODE: 13-1070-01).

The term for BEST Apprenticeship is a period of reasonably continuous employment, including the probationary period, for 3,840 hours, supplemented by 343 required hours of related technical instruction.

Attachment B: Ratio of Apprentices to Journeyworkers

This Ratio of Apprentices to Journeyworkers guideline is attached to and a part of the National Guidelines for BEST Apprenticeship Program Standards for the Youth Development Practitioner Occupation (D.O.T. 166.267-900 and O*NET CODE: 13-1070-01).

To ensure adequate supervision and training, it shall be the policy of the BEST intermediary organization to assign not more than one (1) apprentice for each journeyworker.

Attachment C: Wage Schedule and Progression

This Wage Schedule and Progression guideline is attached to and a part of the National Guidelines for BEST Apprenticeship Program Standards for the Youth Development Practitioner Occupation (D.O.T. 166.267-900 and O*NET CODE: 13-1070-01).

Employers participating in the BEST Apprenticeship Program will pay apprentices a progressively increasing schedule of wages during their apprenticeship, based on the apprentices' satisfactory performance and development on the job and in related instruction. The apprentice wage rate will be based on a percentage of the journeyworker wage rate for a 3,840 hour program.

Specific requirements for BEST Apprenticeship are as follows:

- In no case will the starting wage of apprentices be less than that required by any minimum wage law which may be applicable. No apprentice shall be paid less than the minimum annualized or equivalent hourly apprentice wage listed above.
- The BEST intermediary organization, in partnership with participating local employers, shall adopt a salary range and equivalent hourly rate that is within the National Guidelines and reflective of local market conditions. The locally adopted salary and equivalent hourly wage rate are:

Locally Adopted Salary Range and Equivalent Hourly Wage Rate

Segments	Rates	Annualized Journeyworker Salary Range	Annualized Apprentice Salary Range	Equivalent Hourly Wage Rate Based on 2000 hours / year
Start thru Segment 1	60%			
Segment 2	65%			
Segment 3	75%			
Segment 4	85%			
Segment 5	95%			
Upon Completion	100%			

- All employers participating in local BEST Apprenticeship programs shall pay apprentices a salary or equivalent hourly wage rate within the locally adopted range shown above.
- All BEST Apprenticeship Programs shall provide for a minimum of two and up to five wage increases during the term of apprenticeship. The wage progression policy, which is to be locally adopted by all participating employers, provides (insert # of wage progressions, between 2 and 4) wage increases to qualifying apprentices during the apprenticeship term.

Attachment D: Year One Training Objectives—On-the-Job Training

These Year One Training Objectives are attached to and a part of the National Guidelines for BEST Apprenticeship Program Standards for the Youth Development Practitioner Occupation (D.O.T. 166.267-900 and O*NET CODE: 13-1070-01).

SAMPLE WEEKLY SCHEDULE

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00	Prep	Prep	Self-Guided Workbook Activities Community Relations Rotation to Other Employers		
9:30					
10:00	Coaching Session	Org Staff Meeting			
10:30					
11:00		Program & Organization Support			
11:30					
12:00pm	Lunch				
12:30	Program & Organization Support				
1:00					
1:30					
2:00	Work with Youth Toward Developmental Outcomes Learn by Doing Apply Attitudes, Knowledge, Abilities, and Skills				
2:30					
3:00					
3:30					
4:00pm					
4:30	Task-List Review and Close Out				
5:00					
5:30					

Professional Attitudes: Approximately 3.5 hours per week, or the equivalent of the time scheduled for coaching sessions and staff meetings.

Knowledge: Approximately 3.75 hours per week, or the equivalent of half the time scheduled for self-guided workbook activities, community relations, and rotation to other employers.

Techniques & Abilities: Approximately 3.75 hours per week, or the equivalent of half the time scheduled for self-guided workbook activities, community relations, and rotation to other employers.

Workplace Skills: Approximately 11.5 hours per week, or the equivalent of time scheduled for preparation, program and organization support, and task-list review and close-out.

Work Experience: Approximately 17.5 hours per week, or the equivalent of time scheduled for work with youth toward developmental outcomes, learning by doing, and applying attitudes, knowledge, abilities, and skills.

Segment 1: Introduction to Youth Development

Development Objectives: Upon completing this segment, in approximately three months, the apprentice should be able to satisfactorily demonstrate the following competencies:

Professional Attitudes (40 hours)

1. Enjoyment of working with youth in the program.
2. Interest in the well-being of young people and co-workers in the program.
3. A personal “vision” of youth development work.

Knowledge (45 hours)

4. Knowledge of youth development concepts, including youth development, developmental outcomes, resiliency, opportunities, services, and supports.
5. Knowledge of the organization’s youth programs and activities.

Techniques and Abilities (45 hours)

6. Ability to listen actively.
7. Ability to give and receive feedback.
8. Ability to establish appropriate “boundaries” with youth.

Workplace Competencies (140 hours)

9. Knowledge of employment policies, procedures, and processes.
10. Knowledge of workplace health, safety, and emergency procedures.
11. Ability to communicate and relate to co-workers.
12. Ability to manage time and organize work assignments.
13. Ability to use Word to create and edit documents.
14. Ability to use email.

Working With Youth (210 hours)

15. Experience assisting with the coordination and implementation of a youth program and applying professional attitudes, knowledge, and techniques while working with youth.

Segment 2: Understanding Youth

Development Objectives: Upon completing this segment, in approximately three months, the apprentice should be able to satisfactorily demonstrate the following competencies:

Professional Attitudes (40 hours): *Competencies developed in prior segment, plus:*

1. Belief in the potential of all youth.
2. Appreciation for how young people's developmental differences and competencies strengthen the youth program.

Knowledge (45 hours): *Competencies developed in prior segment, plus:*

3. Knowledge of the developmental characteristics and competencies of specific youth in the youth program.
4. Knowledge of the dimensions of adolescent development.
5. Knowledge of the components of self esteem and competency.
6. Knowledge of words that describe feelings.
7. Knowledge of other organizations serving youth in the program.

Techniques and Abilities (45 hours): *Competencies developed in prior segment, plus:*

8. Ability to affirm and validate youths' feelings and ideas.
9. Ability to show empathy toward youth.
10. Ability to communicate effectively with youth.
11. Ability to create a social environment of membership in program activities.
12. Ability to co-lead an activity.

Workplace Competencies (140 hours): *Competencies developed in prior segment, plus:*

13. Knowledge of organization's mission and programs.
14. Ability to form and maintain workplace relationships.
15. Ability to conduct a search on the internet.

Working With Youth (210 hours): *Competencies developed in prior segment, plus:*

16. Experience assisting with the coordination and implementation of a youth program and applying professional attitudes, knowledge, and techniques while working with youth.
17. Experience co-leading an activity in the youth program.

Segment 3: Implementing Youth Programs

Development Objectives: Upon completing this segment, in approximately six months, the apprentice should be able to satisfactorily demonstrate the following competencies:

Professional Attitudes (80 hours): *Competencies developed in prior segments, plus:*

1. Make the connection between workplace behavior and activities, and personal vision.

Knowledge (90 hours): *Competencies developed in prior segments, plus:*

2. Knowledge of how the theories and research about adolescents' physical, emotional, social, and cognitive development are applied to program implementation.
3. Knowledge of youth self-assessment instruments and processes.

Techniques & Abilities (90 hours): *Competencies developed in prior segments, plus:*

4. Ability to help youth assess their strengths, interests, and competencies.
5. Ability to help youth take next steps toward their developmental goals, including developing individual program plans.
6. Ability to nurture and confirm young people's development.
7. Ability to track and evaluate youth progress.
8. Ability to apply principles of group work and facilitation.

Workplace Competencies (280 hours): *Competencies developed in prior segments, plus:*

9. Ability to create, organize, and maintain accurate documentation.
10. Ability to represent the program or organization in an external setting.

Working With Youth (410 hours): *Competencies developed in prior segments, plus:*

11. Experience assisting with the coordination and implementation of a youth program and applying professional attitudes, knowledge, and techniques while working with youth.
12. Experience leading an activity in the youth program.

Attachment E: Related Technical Instruction Outline

This Related Technical Instruction Outline is attached to and a part of the National Guidelines for BEST Apprenticeship Program Standards for the Youth Development Practitioner Occupation (D.O.T. 166.267-900 and O*NET CODE: 13-1070-01).

The RTI outline is attached.

YOUTH DEVELOPMENT PRACTITIONER

BEST APPRENTICESHIP PROGRAM

RELATED INSTRUCTION OUTLINE

The related instruction outlines the courses that provide the technical ability that supplements the on-the-job training. It is through the combination of both the on-the-job training and the related technical instruction that the apprentice can reach the **skilled level** of the occupation. Under a registered apprenticeship, 144 hours of related instruction each year of the apprenticeship is recommended. The following is the suggested course curriculum during the term of apprenticeship. *This related instruction outline may be revised by the BEST intermediary organizations to accommodate local conditions. (Courses do not have to be taken in the order in which they appear on this attachment also hours may be changed or added and courses may be added as well.)*

FIRST YEAR

<u>Core Skills</u>	<u>Approx. Hours.</u>
• Speech Communication	3
• Facilitation	4
• Group Work, Group Dynamics	8
• Motivational Skills	3
• Youth and Adolescent Growth and Development	13
• Youth and Adolescent Counseling	8
• Sociology	3
• Adolescent Psychology	4
• Role of the Family	3
• Multi-Culturalism and Diversity Training	10
• Health Promotion / Drug and Alcohol Abuse Prevention	3
• Youth with Special Needs	4
• Life Skills	2
• Service Learning	2
• Cooperative Learning	2
• Conflict Resolution/Violence Prevention	6
• Behavior Management (Stress/Anger Management)	4
• Training Materials Development	5
• Writing	3
• Knowledge and Interpretation of Assessment Tests	2
• Community Advocacy Skills	4
• Conduct and Ethics	4
• Grief Counseling	4
• Training on assisting people with Disabilities	3
• Knowledge of the Youth Legal System	3
• Problem Solving	5
• Education and Training	3
• Modeling Behavior	3

Workforce Development Skills

• Job Search Skills	3
• Job Preparation Skills	2
• Career Readiness Training	3
• Career Development Process	2
• Labor Market Information	2
• Vocational/Career/Educational Testing	4
• Career Development Plans	3
• Monitoring / Supervision	8
• History and Structure of Workforce Development System	5
• Knowledge of Learning Styles	7
• Confidentiality (Knowledge of Federal, State, and Local confidentiality and referral protocols)	4

TOTAL HOURS 164

SECOND YEAR

<u>Core Skills</u>	<u>Approx. Hours.</u>
• Speech Communication	3
• Facilitation	4
• Group Work, Group Dynamics	8
• Motivational Skills	3
• Youth and Adolescent Growth and Development	13
• Youth and Adolescent Counseling	8
• Sociology	3
• Adolescent Psychology	4
• Role of the Family	2
• Multi-Culturalism and Diversity Training	10
• Health Promotion / Drug and Alcohol Abuse Prevention	3
• Youth with Special Needs	4
• Life Skills	2
• Service Learning	2
• Cooperative Learning	2
• Conflict Resolution/Violence Prevention	6
• Behavior Management (Stress/Anger Management)	4
• Training Materials Development	5
• Writing	3
• Knowledge and Interpretation of Assessment Tests	2
• Community Advocacy Skills	3
• Grief Counseling	4
• Training on assisting people with Disabilities	3
• Knowledge of the Youth Legal System	2
• Problem Solving	5
• Education and Training	2
•	

Administrative Skills

• Basic Computer Skills	9
• Maintenance of Youth Case Records	3
• Case Management	6
• Data Management Skills	4
• Time Management Strategies	3
• Teamwork Skills	6
• Creating Factual Base and Documenting Results	4

Workforce Development Skills

• Job Development	2
• Job Search	3
• Employer Relations	3
• Resource Mapping	4
• Outreach	6
• Marketing	8
• Monitoring/Supervision	8

TOTAL HOURS	179
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Attachment F: Apprenticeship Agreement

This Apprenticeship Agreement is attached to and a part of the National Guidelines for BEST Apprenticeship Program Standards for the Youth Development Practitioner Occupation (D.O.T. 166.267-900 and O*NET CODE: 13-1070-01).

Sample agreement from DOL to be attached.

Attachment G: Affirmative Action and Selection Procedure Guidelines

The Affirmative Action and Selection Procedure Guidelines will be developed by the National Training Institute for Youth Work (NTI) during 2003 and submitted and attached to these guidelines as an amendment. NTI's affiliates will enroll less than five apprentices (per affiliate sponsored program) during 2003.

Attachment H

SAMPLE EMPLOYER ACCEPTANCE AGREEMENT

The following hereby agrees to comply with the provisions of the Apprenticeship Standards (Program Number: _____ formulated by the **(Insert Name of Organization)**).

I hereby agree to carry out the intent and purpose of the said standards and to abide by the rules and decisions of the Apprenticeship Committee established under these standards. I have been furnished a true copy of these apprenticeship standards, and have read and understand them and hereby request certification to train Apprentices in the occupation classification identified under the provisions of these standards, with all attendant rights and benefits thereof, until canceled voluntarily or revoked for good cause by the sponsor or the registration agency.

(Name of Employer)

(Address of Employer)

(City, State and Zip Code)

(Area Code and Telephone Number)

(Name and Title of Representative)

(Signature of Representative)

Note: EACH PARTICIPATING EMPLOYER SHALL COMPLETE THIS FORM AND FILE WITH THE PROGRAM SPONSOR. AN ADDITIONAL COPY WILL BE FORWARDED TO THE REGISTRATION AGENCY FOR THEIR RECORDS, IN ACCORDANCE WITH REGISTRATION AGENCY POLICY.